

Throughout this Training Manual, several system and business terms will be referred to, many of which new users may have never heard. To better understand the Career Opportunities System (COS), please familiarize yourself with the terms and their definitions below:

Auto Req ID – the COS system-assigned alphanumeric code unique to every requisition, assigned once the requisition has been saved the first time. The format is XXXXXBR. It is often referred to as the “req number” or “BR number.”

Candidate Reference Number – the system-assigned number that is unique to every person who creates a profile and application in COS. It is mostly used in communications between applicants, the Personnel Cabinet, and Kenexa.

Candidate Type – a major system category that identifies the method of application submission or unique characteristics of the candidate. The seven relevant candidate types are described below:

- **Converted** – Indicates the candidate has a record that was imported from a legacy system, but has not yet applied through COS.
- **COS** – indicates the candidate has applied on-line through COS. This is the most common candidate type. It is automatically assigned upon creation of a COS profile and application.
- **Inactive** – indicates the candidate is not available or eligible for consideration. Manually set by the Personnel Cabinet as a flag for shared accounts, deceased applicants, and various punitive actions.
- **Invalid SSN** – indicates the candidate has entered an incorrect Social Security Number on the application. It is manually set by the Personnel Cabinet and is changed back to the COS candidate type when corrected. It serves as a flag to agencies and the Personnel Cabinet when initiating processes that rely on correct data.
- **Merged Account** – indicates the candidate is not eligible for consideration. It is an account where multiple applicants have shared COS logins and passwords, and mixed their contact information and job histories. A merged account cannot be reliably used to determine an individual's qualifications.
- **Paper Submission** – indicates the candidate has submitted a paper application instead of applying on-line. A condensed candidate profile is created by the Personnel Cabinet, and the paper application is scanned to the attachments tab in the candidate's talent record. This candidate type is rare.
- **Reemployment** – indicates the candidate has rehire rights over all other candidates for a merit vacancy, except for other reemployment (REM) candidates with greater seniority.

Career Opportunities System (COS) – the Commonwealth's on-line application process consisting of the Kenexa 2x BrassRing™ website used by hiring agencies and the Personnel Cabinet for application review and recruitment, and the talent gateway where applicants can search and apply to vacancies.

Certified Register Report – an official list of potential eligible candidates who may be considered for appointment, promotion, or reemployment to a position in the classified service. The report exists as a spreadsheet in PDF format. Reemployment candidates are listed at the top of the report, in descending order of months of service. All other candidates are listed alphabetically under Internal Mobility or Qualifying ranking values. In addition, candidates with verified veterans' preference will be identified with a "V" in the corresponding column. Credentials of candidates on a certified register are accessed through the associated requisition (req) folder. Note: Refer to the definitions for **Immediate Fill** and **Minimum Qualifications Review (MQR) Process**. They have a direct relationship to the phrase "potential eligible candidates" used in this definition.

Filtering – a requisition folder or COS database search process used to identify applicants who match chosen criteria.

HR Status – a named identifier that denotes a candidate's current stage in the workflow process for a given requisition. A candidate's talent record also includes HR status history that shows all workflow stages prior to the current HR status.

Immediate Fill – refers to a job classification title that is continuously advertised. It is also commonly referred to as a "Quick Fill." Applications are accepted at all times, whether or not an actual vacancy exists. When a hiring agency notifies the Personnel Cabinet of a vacancy, the req folder tied to the continuous advertisement is filtered for approved candidates with the county choice that matches the vacancy location. Those candidates are then referred to the hiring agency for consideration via certified register report. Note: Because applications for these titles are reviewed prior to register certification, hiring agencies do not follow the MQR process. Instead, the *Bypass Pers Cab Review* HR status path is chosen.

Job Response Form – a condensed version of the Talent Gateway Form. It contains only the information a candidate supplied at the time of submission to a specific COS job advertisement. It does not contain any fields on the application left blank by the candidate.

Job Submission Status – a COS account tool used by applicants to confirm receipt of applications by the Personnel Cabinet and referral of applications to hiring agencies. It also provides general reasons for non-referral to the hiring agencies. It does not reveal specific phases of the selection process; therefore, an applicant cannot confirm consideration for interview or appointment through the Job Submission Status.

Kenexa 2x BrassRing™ – the vendor-hosted website where Commonwealth employees perform daily tasks relative to recruitment and selection.

Merged Account – an account where multiple applicants have shared COS logins and passwords, and mixed their contact information and job histories. A merged account cannot be reliably used to determine an individual's qualifications. Refer to the definition for **Candidate Type**.

Merit Position – a position in the classified service under KRS 18A. Merit positions to be filled by appointment or promotion must be advertised through COS for at least 10 days. A certified register report is made available to the hiring agency upon completion of the advertising period. A candidate's name must be on the certified register to be considered for appointment, promotion, or reemployment to a merit position.

Minimum Qualifications Review (MQR) Process – the process whereby the hiring agency identifies to the Personnel Cabinet the candidates they wish to consider for interview from a non-immediate fill certified register. The Personnel Cabinet performs a review for minimum requirements and notifies the hiring agency when complete. Note: Candidates are placed on non-immediate fill certified registers based on their assertion when self-nominating to a merit vacancy that they meet minimum qualifications. The MQR process validates that the employment application supports that assertion.

Non-Merit Position – a position that is not part of the classified service under KRS 18A. The only types of non-merit vacancies advertised through COS are Federally Funded Time Limited (FFTL), Grant Funded Time Limited (GFTL), and Interim positions. The hiring agency does not receive a certified register for non-merit vacancies. Note: The recommended best practice is for non-merit vacancies to be posted for a minimum of one day to promote COS as a central advertising location. However, such advertisement is not mandatory.

Position Type – a requisition form field used to designate a vacancy as full or part-time merit, or full or part-time non-merit.

Preferred Skills Questions – a pre-defined set of questions selected by the hiring agency, relative to a skills set desired for a particular job title, to which a candidate responds during the 'self-nomination' process via the COS website.

QA Review Process – an HR status path used to initiate and indicate completion of background checks for candidates being seriously considered for merit appointment, promotion, or reemployment actions. The hiring agency updates the candidate's HR status to *QA Review Pending*. The Personnel Cabinet submits the candidate's information to the Administrative Office of the Courts (AOC) for review. Results are evaluated and the candidate's HR status is updated appropriately. Those set to *QA Review Approved* are eligible for further employment consideration.

Ranking Value – a numerical value assigned to all candidates during the certification process. It is used by the Personnel Cabinet to establish the proper order for candidates on the certified register report. The numbers are converted to text on the report output. Examples include: 999 = Reemployment, 993 = Internal Mobility, 909 = Qualifying

Register Certificate Number – the official primary key issued by the Personnel Cabinet to tie a certified register report to a COS merit requisition.

Requisition Folder – the COS location where the hiring agency and Personnel Cabinet can review candidates who have applied to a vacancy.

Requisition (Req) Form – the location where all job information is entered by the hiring agency that will appear in the on-line job posting.

Req Status – identifies the phases in the life of a requisition.

- These statuses represent a typical path in order from start to finish:
 - **Pending** – Once created and saved, a req remains in a pending status until approved by the agency approver and the Personnel Cabinet.
 - **Approved** – This is a pass-through stage indicating that a req has been approved for use by the Personnel Cabinet. A req remains at this stage for a very short time before being opened.
 - **Open** – Once approved, a requisition is opened, and remains open through posting and certification periods as applicable. An open merit req is closed upon expiration of the associated certified register or upon agency request, whichever comes first. An open non-merit req is closed by agency request.
 - **Closed** – Indicates that no further hiring agency access to candidate or req information is needed or authorized. COS agency users are unable to see closed reqs due to system security settings.
- Additional statuses used by the Personnel Cabinet to suspend or purge requisitions:
 - **Cancelled** – This status is set by the Personnel Cabinet for reqs that are to be purged after individuals have applied, but prior to referral to the hiring agency. All applicants for the specific job are sent an e-mail informing them of the cancellation.
 - **Declined** – Used in lieu of approval. Agency approvers can decline reqs from req creators based on their internal criteria. The Personnel Cabinet uses the decline status in rare instances when a req remains in pending or on hold for an excessive period of time, with no communication of disposition from the hiring agency.
 - **Deleted** – This status is set by the Personnel Cabinet for reqs that are to be purged after being created, approved, or opened, but prior to any nominations to the job.
 - **Hold** – The Personnel Cabinet sets pending reqs to this status when they are submitted for approval without proper authorization as granted by the Personnel Action Exemption letter. Closed reqs are also sometimes re-opened and put on hold to allow a hiring agency to view candidate and req details in defense of appeals. The system prevents update of candidate HR statuses in reqs that are in a hold status.

Search Agent - A COS account tool which can be set by the applicant to trigger automatic e-mails based on newly advertised vacancies. The criteria which trigger the e-mail are defined by the applicant based on their employment interests - location, classification, pay grade, educational requirements, etc. Some COS agency users create one or more search agents in their personal accounts to notify them of their agencies' job postings as a means to assist with req management.

Self-nominate – the process whereby a candidate submits his/her application to a requisition folder in COS and attests that he/she meets the minimum requirements for the classification.

Talent Gateway – the COS website where candidates can complete applications, search for jobs, and apply to desired positions.

Talent Gateway Form – the form attached to the Talent Record which contains the Merit Application for Employment and all responses to Preferred Skills Questions.

Talent Record – the electronic document within COS that stores all information about a candidate, such as applications, resumes, system forms, HR Status history, communications, and attachments.

Vacancy Type – a requisition form field used to designate a merit vacancy as Competitive or Promotional. Competitive vacancies are open to all candidates. Promotional vacancies are open only to state merit employees. The vacancy type of “N/A” is used in conjunction with non-merit interim, FFTL, and GFTL position types.

Verification Form – allows the Personnel Cabinet to document verified educational diplomas and degrees (high school, college/universities, and foreign education institutions), licenses and certifications (nursing, law, driving, EIT etc.) as well as Veterans’ Preference Points and Reemployment status.